Common App Directions To Match with Naviance

IF YOU HAVE GOOGLE CHROME ON YOUR COMPUTER, USE THAT. IF NOT, PLEASE USE FIREFOX.

If you are planning to use Common App:

1. Go to: http://www.commonapp.org

2. Create an account by clicking on the green "Apply Now" icon in the upper right corner. Then click on "Create Account."

3. Use Personal Email, not schools.

4. If you already have a Common App account, please log in.

5. Common App Tab, then click Education on the left side. Complete the section for current or most recent school.

    Date of entry is when you started 9th grade. For most it is 09/2017.

    Graduation Date will be 06/2021

    Counselor's Names and E-Mail Addresses

    Mr. Jacob Palyo (A-Bro)   Ms. Miranda Todd (I-McC)
    palyojd@staffordschools.net   toddml@staffordschools.net

    Ms. Mia Morrison (Brue-E)   Mr. Jake Wolff (McD-P)
    morrisonmm@staffordschools.net   wolffjs@staffordschools.net

    Mrs. Tisha Henderson (F-H)   Ms. Camillia Smith (Q-S)
    hendersontl@staffordschools.net   smithcj1@staffordschools.net

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    Mrs. Rebecca Shay (T-Z)
    Counseling Director
    shayrl@staffordschools.net

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    Counselor's Job Title is "School Counselor"

    Counselor's Phone for all counselors is the main school #: 540-658-6115

6. Next, click on the College Search Tab. Type in part of the name of the school and hit "search." If it's a Common App school it will show in the box. Check the box next to the school and hit "add."

    If one of your schools isn't a Common App school, you will need to add it to your Naviance List of Colleges.

7. Once you have added your schools, go up and click on the My Colleges Tab. Make sure the colleges you entered were added.

8. Now click on Recommenders and FERPA to the left. FERPA stands for: Family Educational Rights and Privacy Act. Under "For all colleges," it says, *You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs by your counselor.*

9. So click on the "Release Authorization" icon.

10. Check the box that says: I have fully read and understood the FERPA Release Authorization explanation above, then hit the "continue" button.

11. Then click on the box that says, "I authorize every school that I have attended to release all requested records and recommendation." Another set of questions will pop up. Click on the one that says "I waive my right to review" then the next one that starts out with," I understand that my waiver… "Type in your name in the signature box, then click save.

12. You should now have a green checkmark next to FERPA Release Authorization. Make sure you have the green check mark.

13. You will finish your Common App on your own.

NAVIANCE

Go to: google.com, sign-in with your school email and under the waffle will be an icon for Naviance.

Once Logged in:

1. Click on Colleges.

2. Click on "Colleges I'm Applying To."

3. In red box, click match accounts and type in the email address you used for the Common App into the box, then click the **MATCH ACCOUNTS**. The colleges you entered on Common App should have rolled over and should now be visible. Let your counselor know if the account did not match.

4. If you have schools that are not Common App, you can add them by clicking "college, colleges I'm applying to." Click the ✚ button, type in the college name under which college are you applying to, select the app type, whether you have submitted the application or not, click add application. **DO NOT PANIC**, refresh the page and the college should be there. You will do this step for every college that is non-common app.

5. How to Request Recommendations: Click on Colleges, click on "please visit letters of recommendation section" under Letters of Recommendation. Follow directions from there for adding request. **Before you do this section, you should have already asked your teacher to write a letter for you and provided a resume.** Click on the icon that says "Add Request." You will be able to select your teacher from the drop down box that lists all Forge teachers. Then choose one of the boxes to check under where it says, "Select which colleges this request is for or All colleges."

6. You can also add a personal note to your teacher, then click "submit request." This will automatically generate an email to your teacher requesting them to write a letter for you.